Instructions for using Microsoft Word Forms

MS Word Forms may contain macros to automate tasks within a form. MS Word disables macros by default for security reasons so you will need to enable macros in order for the form to work properly.

1. Click on the form link to open the form and save it to the desired location on your computer. Be sure to save the file extension as it currently appears so the macros in the form will function properly.

2. Once you have saved the form, close your browser (Internet Explorer) and open the form. If you see the Security Warning bar (example 2a outlined with red rectangle below), click on "Options" and select "Enable this Content" (2b below). Macros are now enabled and the form is ready for use. If you do not see the Security Warning bar, proceed to step 3 below.

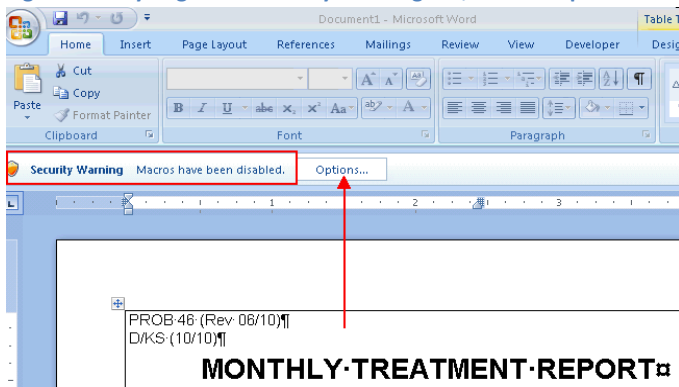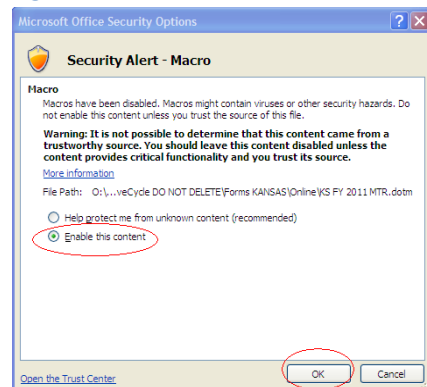**Figure 2a: If you get the Security Warning bar, click on Options:**   **Figure 2b: Then choose Enable Content and OK:**
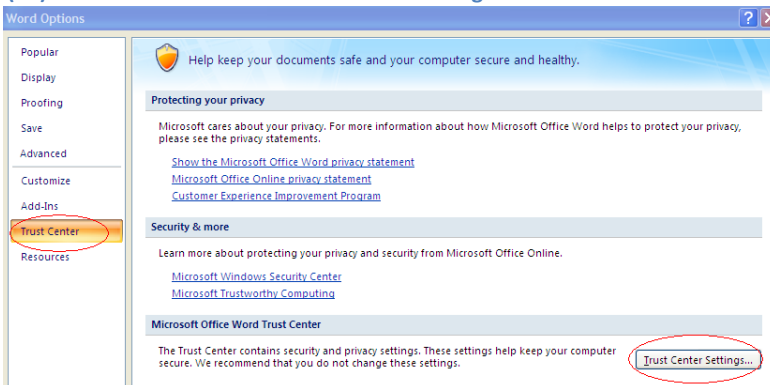

3. If you do not see the Security Warning bar (example outlined with a red rectangle above), you will need to change the Security Level of MS Word in another way:
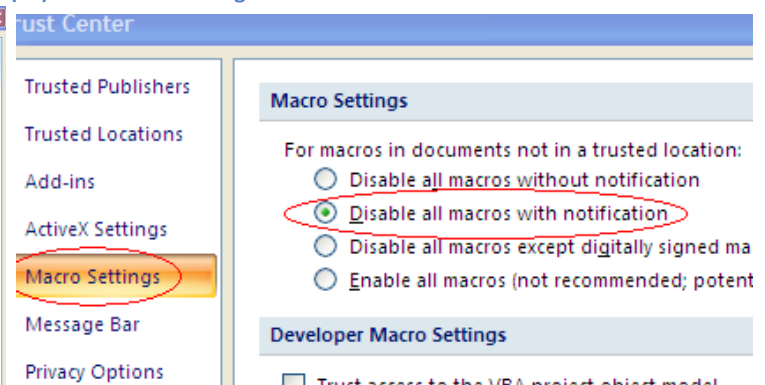
    To change the security level in MS Word 2007:
    a. Open MS Word, the application only, not the form.
    b. Click on the Office button (in the upper left hand corner).
    c. Click the "Word Options" button (bottom right side of the menu window).
    d. Click on Trust Center then Trust Center Settings (examples of where to click circled in red on 3d below)
    e. Click Macro Settings and select "Disable all macros with notification" (3e below). Click OK.
    f. On the "File" menu, click "Exit" to quit Microsoft Word.
    g. Open the saved form. You should now get the "Security Warning bar". Be sure to click "Options" and select "Enable this Content" as shown in step 2 above.

(3d) Click Trust Center then Trust Center Settings   **(3e) Click Macro Settings then "Disable all macros with notification" and OK.**

To change the security level in MS Word 2003:
A) Open MS Word, the application only, not the form.
B) From the "Tools" menu, click "Options", then "Macro Security".
C) On the "Security Level" tab select "Medium", then "OK".
D) On the "File" menu, click "Exit" to quit Microsoft Word.
E) Open the saved form. You should now get a prompt for enabling macros so the form will run properly.